

Be Proactive Before An Emergency

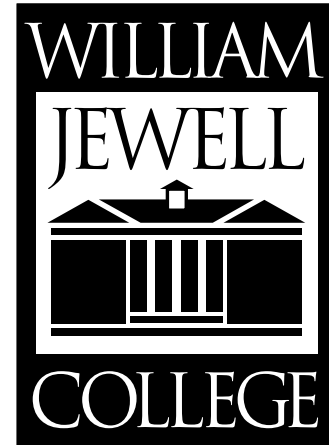
- Make sure you know how to reach William Jewell College Security
On-Campus- ext. 1411
Off-Campus- 365-0709
- Study the Emergency Response Guide on the inside of this pamphlet at least once a semester.
- Plan at least two emergency evacuation routes, remembering that in most cases you will not be able to use an elevator.
- If you live in a residence hall, know your emergency assembly area. Talk with your RA or RD about the evacuation plans for your residence hall.
- If you have a disability, please make special note of the "Instructions for Individuals with Physical Disabilities" on the inside of this pamphlet.
- Make a plan for where you will seek shelter in the event you are notified of an approaching tornado. Remember to:
 - Move to the lowest level interior hallway.
 - Stay away from windows.
 - Avoid large rooms.
- Find the location of the two nearest fire extinguishers in the event of a fire and remember the acronym PASS when it comes to extinguishing a fire:
 - **P**ull the pin.
 - **A**im at the base of the fire.
 - **S**queeze trigger.
 - **S**pray until extinguished.

Emergency Phone Number

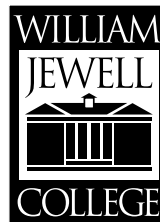
On-Campus - ext. 1411

**Off-Campus or
Cell Phone - 365-0709**

Questions concerning this guide?
Contact the William Jewell College
Security Office at **415-5510** or
the Student Affairs Office
at **415-5913** or **415-5963**.



EMERGENCY RESPONSE GUIDE





FIRE

If you discover a fire:

1. Call Security (1411) before doing anything else.
2. If the fire is small and you have the training, use a proper fire extinguisher to combat the fire. **DO NOT ENDANGER YOURSELF OR OTHERS** by trying to extinguish a large, well-developed fire.
3. If the fire is beyond your means:
 - Pull a fire alarm.
 - Help rescue anyone in need of assistance.
 - Contain the fire by closing, but not locking, as many doors as possible.
 - Evacuate the area.

If you are notified of a fire in your building:

1. See "Evacuation" below. For William Jewell students living in the residence halls, please contact your RA or RD for detailed information about fire evacuation plans in your particular residence hall.
2. If you are above the ground floor and fire or dense smoke has restricted your exit routes:
 - Remain in your room.
 - Place something at the base of your door to prevent the entrance of smoke.
 - Call Security (1411) and let them know your situation.
 - Open any windows and signal your need for help.



EARTHQUAKE

If you feel an earthquake:

1. If inside, **SEEK COVER IMMEDIATELY**:
 - Take cover under a desk, table, or other heavy furniture. Hold on and move with it.
 - Brace yourself in a doorway in a position where a swinging door cannot hit you.
 - Move against an interior wall and kneel or sit and cover yourself.
2. If outside:
 - Stay outside.
 - Move into an open area.
 - Stay away from buildings, power lines, light posts, trees, etc.
 - Sit down or kneel and cover yourself.



TORNADO

If you are notified a tornado is approaching:

1. Move quickly to an interior hallway on the lowest level.
2. Stay away from windows.
3. Stay out of rooms below large roof sections such as gymnasiums, auditoriums, or cafeterias.
4. Sit down or kneel on the floor against the wall with your hands on your head.

TORNADO (cont.)

5. Do not leave your building unless instructed to do so.
6. If outside, seek shelter in a nearby building or find a ditch or depression in which to hide and cover your head.
7. For William Jewell students living in the residence halls, please contact your RA or RD for detailed information about tornado preparedness in your particular residence hall.



POLICE EMERGENCY

If you discover a police emergency (i.e. crime in progress):

1. DO NOT ATTEMPT TO APPREHEND OR INTERFERE WITH A CRIMINAL EXCEPT IN SELF-DEFENSE
2. If it is safe to do so, try to get a detailed description of the criminal noting:
 - Height
 - Clothing
 - Weight
 - Weapon, if any
 - Sex
 - Method of travel
 - Race
 - Direction of travel
 - Age
3. If the criminal enters a vehicle, note its:
 - License number
 - Make, model, color
 - Any other identifiers
4. Call Security (1411).
5. Remain where you are until contacted by a security officer.

If you are notified of a police emergency:

1. Cooperate fully with security.
2. See "Evacuation"



BOMB THREAT

If you receive a bomb threat:

1. Keep the person talking as long as possible (Pretend to have difficulty hearing).
2. Secure as much information as possible, such as:
 - Where is the bomb?
 - What does it look like?
 - When is it set to go off?
 - Why has it been planted?
 - What type of bomb is it?
 - What will make it explode?
3. Hold the line open. Do not hang up. Use another line for yourself, or another, to call security (1411).

If you are notified of a bomb threat involving your building, see "Evacuation" at right.



IDENTIFYING MAIL BOMBS

Be suspicious of packages with the following:

- Marked Personal or Private
- Lopsided
- Postmark different than return address
- Missing return address
- Oil stains or odors
- Marked Fragile or Rush
- Marked with title/no name
- Protruding wires or foil
- Unusually heavy
- Excessive tape or string

If you have any doubts, call Security (1411).



CHEMICAL SPILL

If you discover a chemical spill:

1. Immediately inform all in the area to leave the area.
2. If the chemical comes in contact with any person:
 - Remove all contaminated clothing.
 - If there is contact with a person's eyes, rinse eyes with water for at least 15 minutes.
 - If there is contact with a person's skin, thoroughly rinse under water and then wash with soap and water.
3. Call Security (1411).
4. Inform Security of the type and amount of chemical spilled so they may inform the chemical hygiene officer.
5. Do not clean up any chemical spill on your own.



RADIOACTIVE SPILL

Follow the department's established procedures, remembering especially:

- DO NOT LEAVE the area and limit movement until those affected can be determined, evacuating those not affected.
- Call Dr. Don Geilker, radiation safety officer, ext. 5667, giving him all details.
- Do not clean up any radioactive spill on your own without permission.

EVACUATION

If an evacuation order is issued for your building, fully cooperate with Security and:

1. Take keys, briefcases, purses, wallets, coats, and other personal items.
2. Do not use elevators.
3. Close, but do not lock, doors.
4. Turn off all electronics, including computers.
5. Evacuate in groups to ensure that all are able to get out.
6. Provide assistance for those with physical disabilities.
7. Evacuate in a safe, orderly manner.

ONLY SECURITY CAN ISSUE THE ORDER TO RETURN TO YOUR BUILDING.



LOSS OF UTILITIES

If you discover a gas or water leak:

1. Cease all operations.
2. Call Security (1411).
3. Evacuate the area.
4. Do not switch lights or electrical equipment on or off. Electrical arcing can trigger an explosion.

If you are notified of a gas leak in your area:

See "Evacuation" below.

If you discover a loss of utilities other than a gas leak: Notification of Security is all that is necessary.

If you are notified of a loss of utilities other than a gas leak: See "Evacuation" below.



MEDICAL EMERGENCY

If you discover a medical emergency:

1. Avoid leaving the injured/ill person except to summon help.
2. IF INJURY/ILLNESS IS SEVERE OR LIFE-THREATENING, **DIAL 9911 FIRST** and call Security (1411) second.
3. If injury/illness is not life threatening call only Security (1411).
4. Do not move the person unless he/she is in danger.
5. Render first-aid or CPR if trained and qualified. Those trained will know the location and proper use of personal protective equipment necessary to avoid contact with potentially infectious bodily fluids.
6. If you are exposed to another's bodily fluids, inform security when they arrive.



INSTRUCTIONS FOR INDIVIDUALS WITH PHYSICAL DISABILITIES

If you have a disability that could impair your ability to perform any of the above, please:

BEFORE AN EMERGENCY

1. Inform security of your circumstances and request a brief meeting to discuss any special emergency-response accommodations needed (remember elevators may not be working).
2. Find two or three "buddies" who are willing to help you in the event of an emergency.
3. Develop two escape plans: one assuming help is available and one assuming it is not.

DURING AN EMERGENCY

1. If needed, call on one or two of your buddies to help.
2. If buddies are not available, call Security (1411) and tell them where you are and what is needed.